

# Signing Up and Payment

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Selecting a Plan

Choosing a Payment Option



# About Constructionline

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Thank you for choosing to join Constructionline. You are now amongst a community of over 45,000 suppliers and 4,000 buying organisations that have registered with Constructionline to simplify the procurement process.

Constructionline is the UK's leading provider of third-party, technology enabled qualification and accreditation services, playing a critical role in the procurement value chain. Constructionline collects, assesses and monitors over 30 million pieces of information, from more than 45,000 suppliers through a PAS 91:2013+A1 2017 aligned question set, the standardised pre-qualification questionnaire developed by BSI to reduce duplication within the construction industry.

Our aim is to provide efficiency savings and opportunities to Suppliers working with public and private sector Buyers within the construction industry. We do this by providing a single source of accreditation, streamlining procurement procedures and improving the supply chain management processes, reducing risk and helping Suppliers work more easily and efficiently with Buyers.

At Constructionline, our mission is to help our members simplify procurement tasks, reduce risk, keep pace with legislation and achieve more.

## **About this guide**

This user guide is intended to show Suppliers, both new and existing, how to make the most of the Constructionline service.

It provides step-by-step instructions on how to Select your Membership Plan and the Payment Option that suits you the best.



# Select a Plan

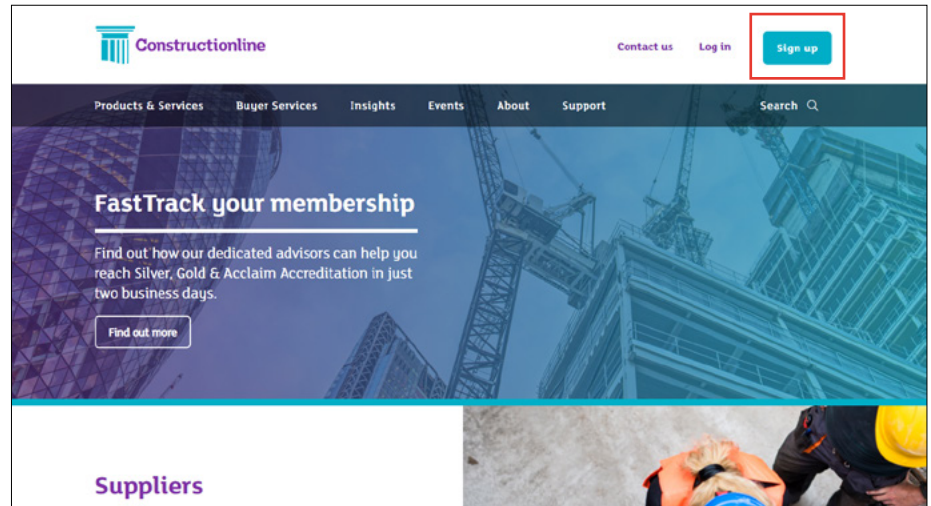
The following steps show you how to select a plan and pay for your Constructionline membership. Membership is renewed annually, and a renewal invoice will automatically be emailed to you.

The invoice will be sent to the Primary contact listed within your membership profile. Please ensure the Primary contact is the correct person to receive core membership notifications and invoices.

## Step 1: Sign up to Constructionline

Go to the Constructionline website - [www.constructionline.co.uk](http://www.constructionline.co.uk).

Click on the Sign up button in the top right-hand corner:



## Step 2 - Select Plan

Select the type of organisation that best describes your business:

**Plan Selection**

What type of business or organisation are you?

<p><b>A Supplier</b></p> <p><b>Contractors</b> such as M&amp;E services, painters &amp; decorators, civil engineers, roofers, etc.</p> <p><b>Consultants</b> including architects, designers, building surveying, etc.</p> <p><b>Other Suppliers</b> such as tool hire, plumbing supplies, timber &amp; builders merchants, etc.</p>	<p><b>A Buyer</b></p> <p>Buyers are typically Local Authorities, Main Contractors, Housing Associations, Clients, NHS Trusts, Government departments, House builders, Universities, Consultants, etc.</p>	<p><b>Both Supplier &amp; Buyer</b></p> <p>Both a Supplier and a Buyer: Contractors &amp; Consultants who sub-contract and manage supply chains plus Principle Contractors, Principle Designers and QS Consultants.</p>
<input type="radio"/> I am a Supplier	<input type="radio"/> I am a Buyer	<input type="radio"/> I am Both

### Supplier Types:

**Contractors** M&E services, painters & decorators, civil engineers, roofers, etc.

**Consultants** Including architects, designers, surveyors, etc.

**Material Suppliers** Tool hire, plumbing supplies, timber & builders' merchants, etc.

### Step 3 - Choose a level

Select the business type that you are, the number of employees and the business turnover.

Please note: Your company accounts will be checked as part of the verification process and your fee may subsequently change.

What type of business are you?

Total number of directly paid staff on PAYE?

Please select your businesses annual turnover range

### Step 4 - Select plan

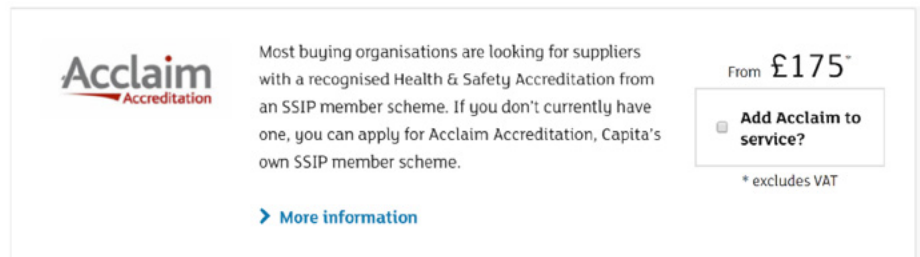
Choose the appropriate level you wish to sign up to by selecting the relevant button at the bottom of the table. Please note for Bronze, this plan may not be a selectable option for your business.

Please select your plan

Plans	ASSOCIATE Free plan No validation Limited visibility to Buyers	BRONZE Entry Level Verification of a sub-set of the C1 to C4 sections	SILVER Verification of mandatory PAS91 sections (C1-C4)	GOLD Verification of mandatory PAS91 sections (C1-C4, O1-O4) as well as additional verification of supplementary questions and SSIP membership	PLATINUM Includes the full Gold plan verification as well as 1 day on-site Health & safety audit
Work Category	Unverified	Restricted	Unlimited	Unlimited	Unlimited
C1 Company Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C2 Financial and Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C3 Business and Professional Standing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C4 Health and Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
O1 Equality and Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
O2 Environmental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
O3 Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
O4 Business Information Modelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acclaim	<input type="checkbox"/>	Optional	Optional	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSIP (Deem to Satisfy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplementary Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Onsite Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select a Membership Level >>	<input type="radio"/> Associate	<input type="radio"/> Bronze	<input type="radio"/> Silver	<input type="radio"/> Gold	<input type="radio"/> Platinum

### Step 5 - Silver & Bronze Membership with Acclaim Accreditation

Most buying organisations are looking for Suppliers with a recognised SSIP member health & safety assessment scheme. To increase the work opportunities available, you may want to gain such an accreditation. If you do not currently have one, you can add Acclaim Accreditation to your Silver Membership plan by selecting the 'Add Acclaim' button.



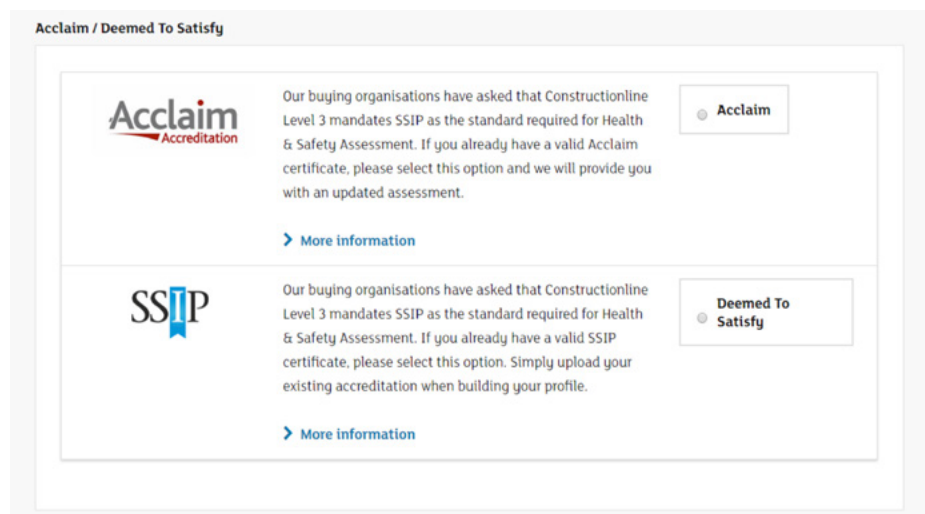
The screenshot shows a selection screen for Acclaim Accreditation. On the left is the Acclaim Accreditation logo. The main text explains that most buying organisations look for suppliers with a recognised Health & Safety Accreditation from an SSIP member scheme. A button labeled 'Add Acclaim to service?' is highlighted with a grey border. Below it, a note states '\* excludes VAT'. A blue link for 'More information' is at the bottom.

### Step 6 - Gold Membership

Our Gold Level accreditation mandates SSIP membership. This means that if you are selecting Gold membership you will need to select either Acclaim Accreditation or Deem to Satisfy (if you have a valid third-party accreditation – please note your Gold Membership will change to *Updates Required* when your third-party certificate expires and you will need to upload a new one).

If you already have a certificate for a third party SSIP member scheme then select Deem To Satisfy and when completing your profile, upload your SSIP member certificate and Constructionline will provide you with Acclaim Accreditation through the Deem To Satisfy approach.

You can check your third party certificate status by visiting: <http://SSIP.org.uk/members/>



The screenshot shows a selection screen titled 'Acclaim / Deemed To Satisfy'. It has two main sections. The top section is for 'Acclaim Accreditation', with a radio button selected. The bottom section is for 'Deemed To Satisfy', with a radio button also selected. Both sections include explanatory text about the requirements and a 'More information' link.

### Step 7 - Enter Your Details

Click the 'Your Details' button at the bottom of the page to go to the next stage

< Home

▲ Back to Top

> Your Details

Enter your details into the fields provided. Ensure all details are correct and create a password. You will be prompted to enter this and your email address when logging into the system in the future.

### Company name

Full company name as shown on annual accounts

**⚠ You need to enter your company name**

### Create a password

This will be the password used to log into the Constructionline system.

Please retype in your password

Terms and Conditions

I agree to Constructionline's [Terms & Conditions](#)

**⚠ You must read and agree to our Terms and Conditions**

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Please note: the email address used to sign-up will become the Administrator of your account on Constructionline and will be the person that can add new users to your account. It is recommended that this email address is a generic email and not an individual one to avoid problems if someone leaves the organisation without passing on the login details.

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You will also be asked to provide details of how you heard about Constructionline. You may have a code from a Buyer inviting you to join or a promotional discount code, which you will be required to enter.

How did you hear about us?

Advertisement

Please provide details

Google ad

### Step 8 - Email Validation

Once you have completed your sign-up, we will send an email to the Administrator address provided so it can be validated. It is important that you click on the link in the email to confirm your email address or you will not be able to log in to your account to manage it.

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## Choose a Payment Option

Constructionline supports a variety of payment options. If you are paying by Credit / Debit Card select that option and proceed as below, otherwise select 'Other ways to pay'.

**Thank you for signing up to Constructionline.**

Your application number is: 1587635

### Payment Options

Choose your payment option

Credit / Debit Card

Other ways to pay

### 1 - Credit / Debit card (Preferred - Immediate)

To pay by Credit or Debit card, click the **Pay with Credit/Debit Card** button. You will then be taken to a secure website to complete your payment. This method of payment will immediately be credited to your account.



You will be taken to an external website to complete your payment.



## Other ways to pay

### Other ways to pay (Offline - Delayed)

If you have selected 'Other ways to pay', you will be presented with the following options:

#### 1 - PAY BY PHONE

To make your payment by telephone, click Confirm and call **01256 591219** and use your **unique Constructionline membership number** as the core reference and identifier. If you do not provide the full membership number, this will significantly delay the payment being allocated to your account and verification process completing.

#### 2 - BACS

To pay by BACS, click Confirm and arrange for payment to be made to the account below and ensure that your **unique Constructionline membership number** is included in your payment reference. If you do not provide the full membership number, this will significantly delay the payment being allocated to your account and verification process completing.

**Bank:** Barclays Bank plc

**Account name:** Supplier Assessment Services ltd

**Sort code:** 20-67-59

**Account number:** 70872326

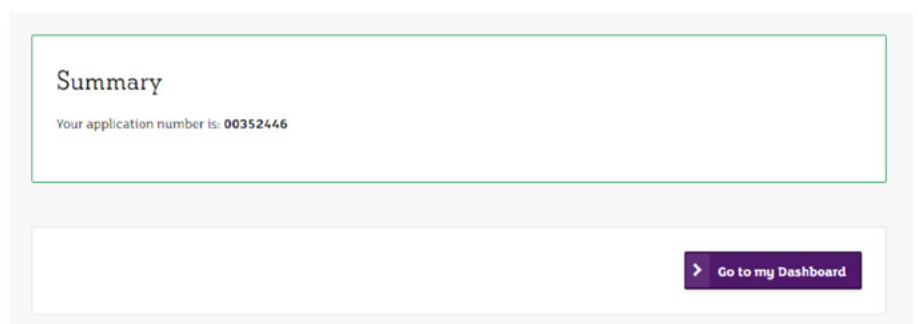
**VAT registration number:** 302 7332 43

#### 3 - DIRECT DEBIT

To set up a Direct Debit, click Confirm and complete the 'Direct Debit Form' attached to the payment section and submit this to your bank. Please ensure your **unique Constructionline membership number** is included within the Direct Debit reference. If you do not provide the full membership number, this will significantly delay the payment being allocated to your account and verification process completing.

### Payment confirmation

If your payment is successful, you will see the following message.



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Please note: If your invoice remains unpaid after the due date, our Credit Management Team will attempt to contact you. We will send reminder emails to the Primary Contact listed in your Membership Profile. If the invoice remains unpaid, and after several attempts have been made to contact you, your account will become locked and the following message will appear when logging in as a reminder that your payment is overdue.

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**Please be advised that your account has now been locked as your Constructionline Membership Fee is overdue by more than 90 days.**

- To release your account immediately, please make an online payment by clicking on the 'Pay Now' button below and have your payment card ready
- If you prefer to make a telephone payment (this takes up to 48hrs to show on your account), please call 01256 383028 and have your payment card and membership number ready
- If you are a DPS (Dynamic Purchasing Supplier) and your account is locked, please call the Credit Management team 03300412771
- All other offline payment methods will take longer to allocate to your account. Your account will remain locked until confirmation of payment has been received. If you wish to speak to our Credit Management team, please call them on 03300412771
- If you wish to email the Credit Management team about any of the above, please do so on [finance.constructionline@capita.co.uk](mailto:finance.constructionline@capita.co.uk)

[Logout](#)

[Pay Now](#)

*Account Locked Payment Overdue Reminder*